

## MISSION STATEMENT

*The mission of Community Development is to provide Community Development Block Grant (CDBG) and HOME Program funding to municipalities and other subrecipients not eligible for direct United States Department of Housing and Urban Development (HUD) funding so they can develop viable communities and to primarily benefit low and moderate income people.*

## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE REGULAR MEETING SEPTEMBER 9, 2015

### MINUTES

#### MEMBER OR ALTERNATE

#### REPRESENTING

#### \*\*\*\*\*PRESENT\*\*\*\*\*

Eric Orsborn	Buckeye
Roy Delgado	El Mirage
Fernando Fernandez	Gila Bend
Sharolyn Hohman	Goodyear
Andrew Sanchez	Guadalupe
Everett Sickles	Wickenburg
Dorena Mello	Youngtown
Jacki Taylor	District 1
Nancy Marion	District 2
Neil Rifenbark	District 3
Barb Farrell	District 5
Corina Madruga	District 5

#### \*\*\*\*\*ABSENT\*\*\*\*\*

Adolfo Gamez	Tolleson
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#### \*\*CD STAFF PRESENT\*\*

Amy Jacobson  
Carl Morgan

## **CDAC ORIENTATION**

An optional orientation session was held from 5:30 to approximately 6:25 PM. The orientation included a summary of the CDBG program, the HOME program, the County's organizational structure, and the Community Development Advisory Committee.

### **1. CALL TO ORDER**

Temporary Chair Eric Orsborn called the meeting to order at approximately 6:30 PM.

### **2. ROLL CALL AND ESTABLISHMENT OF QUORUM**

Carl Morgan took roll call. 12 members were present and a quorum was established.

Human Services Department Director Bruce Liggett addressed the committee, and thanked the members for their service. Assistant Director Amy Jacobson presented awards to the outgoing Chair, Eric Orsborn and Vice Chair Dorena Mello, thanking them for their service as Chair and Vice Chair during 2014-15.

### **3. ELECTION OF CHAIR AND VICE CHAIR**

Roy Delgado made a motion with a second by Neil Rifenbark to appoint Dorena Mello as Chair of the CDAC for 2015-16. There was a motion by Roy Delgado to appoint Fernando Fernandez as Vice Chair. There was also a motion by Andrew Sanchez to appoint Eric Orsborn as Vice Chair. Chair Orsborn asked for a vote on the motion to appoint Dorena Mello as Chair. The motion passed unanimously.

Roy Delgado commented that he supports the idea of rotating the CDAC officers and having different members serve as officers. Andrew withdrew his motion to appoint Eric Orsborn to serve as Vice Chair and seconded the motion to appoint Fernando Fernandez as Vice Chair. Chair Orsborn called for a vote. The motion passed unanimously by voice vote.

Dorena Mello took her position as Chair and facilitated the meeting.

### **4. MINUTES OF APRIL 8, 2015 MEETING**

There was a motion by Roy Delgado with a second by Sharolyn Hohman to approve the April 8, 2015 meeting minutes. The motion passed unanimously by voice vote.

### **5. AMENDMENT TO THE NSP 1 ACTION PLAN**

Paul Ludwick presented the NSP 1 Amendment. The County's NSP program is wrapping up. The NSP program requires program income be used for an eligible activity. All the eligible activities except one require the property to be assisted to be abandoned or foreclosed. Changes in the Phoenix area real estate market makes this nearly impossible to do.

Staff is requesting to add Redevelopment as an eligible activity to the Action Plan. The requirement for Redevelopment is that the property be vacant or demolished. Approximately \$100,000 is available for this activity. The plan is to add HOME funds if possible. Dorena Mello asked if this request to add Redevelopment is a bookkeeping issue. Paul said yes. Roy Delgado asked if the County had any properties in mind for this new activity. Paul replied that no, there are no properties being considered. The County would issue a NOFA for the new activity.

Jackie Taylor made a motion, with a second by Corina Madruga that the CDAC recommend that Redevelopment be added to the NSP 1 Action Plan. The motion was approved unanimously.

**6. HOME PROGRAM - 2015-16 URBAN COUNTY ANNUAL ACTION PLAN AMENDMENT**

Amy Jacobson presented the Action Plan Amendment. The County has been operating an Urban County HOME funded first time homebuyer program since 2013. Since it started, the program has received 33 applications and approved 12 loans that provide up to \$14,999 in downpayment assistance for each homebuyer. Due to several factors including changes in the housing market and the existence of other downpayment assistance programs, the program has not been as successful as initially expected. Staff is requesting approval to end the program by December 31, 2015 and reallocate all remaining funds to rental development in the Urban County.

Neil Rifenburg asked if the current program provides assistance as a grant or a loan. Funding is provided as a loan with no payments due as long as the owner lives in the home. The loan is completely forgiven after 5 years. Everett Sickles asked what outreach was done – CAP office, etc. Amy replied that lenders and nonprofits that work with homebuyers were contacted. The Industrial Development Authority works with homebuyers and they were also contacted.

Neil Rifenburg asked how the new rental project would work. Amy responded that the goal is to provide affordable rental units. The number of units will depend on how much funding is in the deal. A developer would be the one creating the housing units. Roy Delgado asked how the project would make sure that the housing doesn't become blighted. Amy replied that the HOME program requires annual inspections and that all units meet housing standards. Everett Sickles and Barb Farrell asked what incentives would be used to encourage owners of rental properties to participate in this type of project. Dorena Mello replied that the owner would get the funding. It would essentially be free money for the owner. Roy Delgado asked if the project would have a priority for veterans. Amy replied that it would not, but there are other housing programs that do have a priority for veterans.

Following additional discussion on the existing homebuyer program and the proposed rental project, Eric Orsborn made a motion to recommend approval of the HOME program Annual Action Plan Amendment. The motion received a second from Roy Delgado and was approved unanimously by the CDAC.

**7. CAPER SUMMARY - 2014-15**

Amy Jacobson presented the CAPER Summary. The Consolidated Annual Performance and Evaluation Report is due to HUD at the end of September. The Summary includes information on accomplishments, funding commitments and expenditures for the County's CDBG, HOME and ESG funds. During this past year, the County met the CDBG program's 1.5 Rule requirement. Dorena Mello stated that meeting 1.5 is important. The County had trouble meeting 1.5 in 2010.

**8. DRAFT CDAC MEETING CALENDAR**

Carl Morgan reviewed the draft CDAC meeting calendar with the CDAC. The CDBG application process starts in October, with applications due in December. The CDAC would receive applications by January 11, 2016, have site tours on January 20, and have a special hearing for applicant presentations on January 27. The CDAC would develop their funding recommendations in early February, and review the draft Annual Plan in

April. No changes to the calendar were proposed. The CDAC agreed to use the draft calendar for the 2016-17 Urban County CDBG application process.

**9. 2016-17 URBAN COUNTY CDBG – SCORING SHEETS**

Carl Morgan presented the 2015-16 Scoring Matrix to the CDAC. The Scoring Matrix was developed by the CDAC approximately 3 years ago. In 2015 the sheets were used by CDAC members to score each application. The scores were collected by staff, and shared with the CDAC in an anonymous format, along with the average score for each application. The CDAC then used the scores to develop the 2015-16 CDBG funding recommendation for the Board of Supervisors. The 2015-16 Scoring Matrix is being presented to the CDAC for their review. Staff is expecting to request changes to the Matrix for the 2016-17 allocation process.

**10. STAFF AND CDAC MEMBER ANNOUNCEMENTS**

Margaret Chittenden asked about possible outreach to the unincorporated areas.

Roy Delgado expressed his thanks to the outgoing Chair and Vice Chair, and welcomed the new Chair and Vice Chair.

The parking garage has upgraded the parking ticket equipment, which has required a new process for validating parking. Patience with staff as they get used to the new system is requested.

**11. OPEN CALL TO PUBLIC**

No members of the public asked to address the Committee.

**12. ADJOURNMENT**

Having no further business before the Committee, Chairperson Mello asked for a motion to adjourn the meeting. A motion was made by Roy Delgado with a second by Eric Orsborn to adjourn the meeting. The motion passed unanimously at approximately 7:50 PM.

Respectfully submitted,  
Carl Morgan  
Recording Secretary